

**FAA Board of Trustees (BOT) Meeting Minutes for
Sunday, January 14, 2024, 8:00 PM ET
Zoom Virtual Meeting ID: 942 2534 7723
Passcode: 437767**

Opening: Serenity Prayer

Roll Call of Board Attendees: Ashley, Laurie, Phyllis, Dorene, Linda, Ellen, Donna, Annette, Chuck, Bonnie, Rita, Jim, Maryellen, Cynthia, Charlotte

Guests: Pamela, Linda, Jerry, Shenica, Tree, Jackie, Karen, Carol, Amy, Heather, Jason, Wanda, David, Ruby, Darlene, Ayanna

Executive Assistant (EA):

1. Cutting boards left over from the last convention were posted for sale online. If they sell well, more can be ordered from the manufacturer, and they can be a regular item in the FAA Store.
2. In the process of converting remaining CDs to mp3.
3. More money will be put into in certificate of deposit account to earn FAA more interest.

Secretary

4. Motion to approve May and November BOT meeting minutes. Motion approved unanimously.
5. After the last meeting the BOT voted via email and welcomed two new members to the BOT.
6. The FAA BOT roster was updated with the new members' information. Another members' email address was also updated.
7. The WSO provided an FAA Microsoft Office license to facilitate the Secretary's work (free).
8. Currently working on completing the previous meeting minutes that they got behind on when co-chairing the Convention. As more are finalized, they will be sent for approval to the BOT via email so that they can be expeditiously placed on the website without having to wait for approval in a BOT meeting. This will also free up time in BOT meetings.
9. The captions have been turned on for this virtual meeting. Not only does this enhance accessibility for any potential hearing-impaired attendees, but it also enables a transcript to be retained of this meeting which ensures better quality meeting minutes are kept.
10. Friendly reminder that when resigning from any board position, even if not leaving the board entirely, the Secretary must be notified. This has not been occurring and it is a requirement of the FAA By Laws.
11. The Secretary is not in the habit of policing agenda items and will include whatever items BOT members send in on time but kindly requests that BOT members do this for themselves by consulting the FAA By Laws regarding their roles and responsibilities as BOT members, and the document called Suggestions for Serving on the FAA Board for guidance in determining what is and isn't appropriate business for the BOT to be handling. This will help to ensure the BOT has the cleanest possible agenda and the most productive meetings going forward both at the BOT level and the Committee level. The committees are to be largely left alone to do their own thing without micromanagement from the BOT.
12. The EA stated that the Suggestions for Serving on the Board document is on the FAA website and is attached to the board application for anyone who needs a copy. The Secretary also agreed to send it out to BOT members following the meeting.
13. The next FAA BOT meetings are scheduled for: Feb 11 @ 7:30-9 PM ET. March 10 @ 8PM ET. May 5 @ 8:00 PM ET. July 14 @ 8:00 PM ET. The primary purpose of the Feb 11th 90 minute

meeting (as opposed to the usual 1 hour meetings) is to complete any outstanding items from today's agenda.

Office Committee

14. Committee Report coincides with EA Report.
15. 5-7% Increase in postal charges coming. Priority Mail will continue to be the best service for FAA.
16. EA will be out of the office on February 26 so online orders will not go out for a few days.
17. Still looking for 12 Step List volunteers. On average the office receives 1 or 2 contacts a week. 1 year abstinence is required to be a volunteer. Contact the FAA EA to be added to the list or to review the guidelines for serving.

Treasurer

18. Treasurer Report provided via email to BOT.
19. About halfway through the year now. Convention profits were approximately \$5000 less than projected due to changes in hotel menu pricing, but overall the Convention profited \$7942.19.
20. Print literature sales down \$2585 from projections. Downloadable literature sales down \$1668.
21. Postage income down from projections but postage costs are continually increasing. Postage increasing again January 21.

Convention Committee

22. An FAA member who worked on the last convention has been collecting many bids in the Philadelphia area.
23. EA offered to look into acquiring bids in Florida. It was noted that many members have expressed concerns with this destination but there is no harm in gathering information for consideration as no location decisions can be made without BOT approval.
24. The BOT still urgently needs a BOT Convention Chair. This person does not have to plan the entire convention but their role is to keep the BOT apprised of plans and helps to ensure that the necessary procedures and traditions are followed.

Literature Committee

25. Committee Report was sent via email to BOT.
26. Rescinded motion about the printing of the abstinence anniversaries in the AT Newsletter as BOT approval is not needed for this.

Public Information Committee

27. Committee Report – motion was voted and accepted within the PI committee for the adoption of a digital public outreach strategy under the purview of the Public Information Committee (PIC). This strategy shall encompass the management of a Facebook page, a YouTube channel, a Twitter/X account, an Instagram Account, as well as a Whatsapp community, and other future platforms. Additionally, to establish a subcommittee that reports to PIC responsible for the implementation of this strategy and the development of a service manual to ensure unified responses.

By Laws Committee

28. Rescinded motion on By Laws changes as more corrections were found that need to be made.

29. In the last By Laws meeting, increasing the abstinence requirement from 2-5 years was discussed but now thinking maybe thinking 4 or 5 years. Some members of the committee think more abstinence time is needed to serve on the BOT.
30. Next By Laws meeting is February 14, Valentine's Day.

Old Business/Motions:

31. To establish a new BOT committee that would bring matters to the BOT about the FAA Web site and handle matters related to maintaining, updating, and enhancing/improving/expanding FAA's Web site content. The new BOT Committee would not replace the existing FAA Webmaster's role or the EA's processes for working with the Webmaster; it works alongside them to provide guidance, direction, and ideas for making the FAA Website continually better. Motion passed unanimously.
32. To create FAA email addresses assigned to each BOT member for use in carrying out FAA business. Motion passed unanimously.
33. Motion introduced to formally move the BOT co-chair to the position of Office Co-Chair and to make one of the new BOT members Co-Chair of the BOT as this had not been done prior to the meeting. Motion passed unanimously.
34. Remaining business moving to the next meeting.

Meeting adjourned at 9:42 PM.

Minutes respectfully submitted by FAA BOT Secretary, Ashley.